



Department of Development Services – West Region
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES SUPERVISOR OF CASE MANAGEMENT
ELLA GRASSO CENTER - STRATFORD

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Lateral transfers or Candidates on current EXAM List

Job Title: Developmental Services Supervisor of Case Management – (Full-Time 80 hrs.)

Location: Ella Grasso Center – Stratford – Private Division

Job Posting No: 015890

Hours: 1st Shift: Monday – Friday 8:30 a.m. – 5:00 p.m. (Flexible to Meet Agency Needs)

Salary: \$2,491.46 – 3,360.08/bi-weekly (New Hires to State start at beginning of range)

Closing Date: November 10, 2014

Eligibility Requirement: This is a **competitive position**. Candidates must have applied for and passed the **Developmental Services Supervisor of Case Management** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Examples of Duties: Duties consistent with the DS Supervisor of Case Management job classification. Position will be responsible for the supervision of Case Managers in the Private Division to ensure services are provided in compliance with the (federal) Center for Medicare and Medicaid Services; oversight and assistance with developing all consumer based services and supports in order to secure federal reimbursements from (Center for Medicaid & Medicare Services) Medicaid, Supervision to ensure case management notes are completed, Individual Plan's (IP's) and Quality Service Reviews (QSR's); provide clinical supervision of Case Managers in other divisions including Community Companion Home (CCH) Program; planning for individuals who are aging out. Development of multi-agency placements, return from out of state consumers and overall growth of the region; support individuals from Southbury Training School who are transitioning into the community, out of state travel required due to individuals who currently reside in out of state placements. Frequent travel to regional offices due to the locations of Case Manager's work sites, meetings and projects. Participates in the Request for Proposals (RFP) process and other work projects, interface and work collaborative with private providers. Performs related duties as required.

Knowledge, Skill and Ability: Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable knowledge of developmental disabilities case management practices; considerable knowledge of social problems resulting from developmental disabilities and methods for dealing with those problems; considerable knowledge of inter-disciplinary approach to program planning; knowledge of public and private resources for persons with developmental disabilities; knowledge of relationships between facilities for persons with developmental disabilities, community agencies, courts and health facilities; considerable interpersonal skills; considerable oral and written communication skills; supervisory ability; ability to utilize computerized software.

General Experience:

A Bachelor's degree and three (3) years of experience providing case management or casework services to an assigned caseload of individuals.

Special Experience:

One (1) year of the General Experience must have been providing case management or casework services to persons with intellectual disabilities. Strong knowledge of ICF/ID regulatory compliance is preferred.

Substitution Allowed: A Master's degree in counseling or psychology may be substituted for one (1) year of the General Experience. A Master's degree in social work may be substituted for two (2) years of the General Experience. Seven (7) years of experience in the above types of employment may be substituted for the entire General Experience.

Special Requirements: Candidates must possess good oral and written communication skills to communicate well with families and professionals. Valid Connecticut driver's license required. **Candidates must be Qualified Intellectual Disabilities Professional (QIDP) (formerly QMRP) as required by Federal regulations.**

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure for All Applicants: Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Incomplete application material will not be considered.

Send application materials to:

Department of Developmental Services — West Region
Rowland Government Center, 4th Floor
55 West Main Street
Waterbury, CT 06702
Attn: Recruiter
Fax: 203-574-8857

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.